

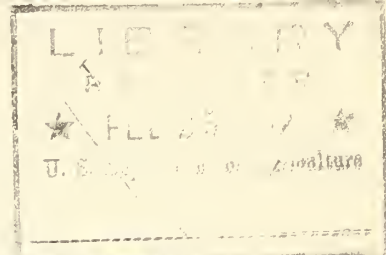
## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



27  
Bi-1187

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY



Pub-M  
AR:Chief  
Distrib  
YB:Distrib

February 3, 1932

MEMORANDUM FOR HEADS OF DIVISIONS AND OFFICES

SUBJECT: Distribution of Annual Reports and Yearbook

As a further means of facilitating the editorial work of the Bureau, the duties heretofore devolving upon the Editorial Office connected with the preparation of lists of persons to whom copies of the Annual Report and the Yearbooks allotted to this Bureau are to be mailed will be performed by the divisions as part of their work and sent to the Office of Exhibits and Publication Distribution for final disposition.

Hereafter, on or about July 1, each head of a division or office will be expected to revise the lists furnished by his office of persons to whom the report is to be mailed, furnishing the Office of Exhibits and Publication Distribution a card for each address (together with a carbon thereof), and giving for each the following:

Full name and address (including such title as Dr., Prof., Judge, Hon., etc.). In the upper right corner the symbol for the division (as BI, Food, Fur, Control, Cons., etc.), followed by the initials of the person furnishing the name, and the words "With letter" for those to be thus mailed. This will make it possible for the division to prepare franks and letters for mailing the report promptly when released.

Similarly, the persons to whom the Yearbook of Agriculture is to be mailed will be arranged for by making the franks, in duplicate, in the divisions as soon as possible after notification has been received of the number of copies allotted for distribution by the Biological Survey, these franks to be initialed as prescribed, and sent to the Office of Exhibits and Publication Distribution for final disposition.

Bi-1187

*Paul G. Redington*  
Chief.

